



# DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1080.1E

10B

05 NOV 1997

## NAS LEMOORE INSTRUCTION 1080.1E

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ACCOUNTING OF ENLISTED PERSONNEL AND SUBMISSION OF THE  
DEPARTMENTAL ENLISTED MUSTER REPORTS

Ref: (a) U.S. Navy Regulations, Article 0808 Paragraph 4  
(b) NASLEMINST 1626.1D

1. Purpose. To publish the procedures and policy concerning the command muster and the submission of departmental enlisted muster report as required by reference (a).

2. Cancellation. NASLEMINST 1080.1D.

3. Action. Personnel accounting and control requires an all-hands endeavor. Accurate muster reports are the direct responsibility of the individual's supervisor. Department heads, division officer, and the Administrative Officer shall ensure compliance with the contents of this instruction.

### 4. Procedures

a. Daily muster of NAS enlisted personnel will be taken by all divisions at the start of each normal work shift. Departments will submit a daily muster report only if reporting an unauthorized absentee. Muster reports will be submitted via E-mail to the "Base Admin" mailbox located on the Station Wide Area Network not later than 0930 Monday through Friday.

(1) For those identified as UA, provide last name, first name, and middle initial; current rate; social security number; time/date UA commenced, and/or terminated.

(2) Military Personnel Liaison Office will report all unauthorized absentees via memorandum to the NAS Executive Officer, Station Judge Advocate Officer, and Personnel Support Detachment Lemoore.

(3) The Station Judge Advocate Officer will reflect UA status of personnel apprehended or surrendering to military control at another command. Procedure for handling the return of unauthorized absentees is contained in reference (b).

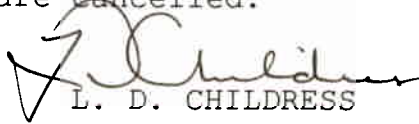
NASLEMINST 1080.1E

05 NOV 1997

b. It is the responsibility of the mustering petty officer/division officer to continue to designate UA personnel until they are accounted for as returned, declared a deserter, or other appropriate disposition has taken place.

c. Muster in Error (MIE). Absentee will be considered UA from the time of muster until time of return to the division. Personnel erroneously reported UA will be returned from UA at the same hour and date as reported (i.e., UA: 0800, 97SEP15; returned 0800, 97SEP15 (MIE)).

5. Forms. NAS Lemoore (11) 1080/31 (Rev 4-93) and NAS Lemoore (11) 1080/31A (Rev 4-93) are cancelled.

  
L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
List C